**Applying 7-1-7 to your Own Data activity**

**During the workshop**

**Overview**

You will now have an opportunity to apply 7-1-7 to a real outbreak event. You will use the information you (or other group members) obtained on a real outbreak during the ‘Applying 7-1-7 to your own data’ pre-workshop preparation. Please pull out your partially completed 7-1-7 Assessment Tool if you completed the pre-workshop preparation. Pre-written scenarios are also available if no one in your group has brought information from a real outbreak.

First, you will work in your small group to identify bottlenecks and enablers, determine actions, and complete select slides on the 7-1-7 Event Review Slide Template. You will then team up with other groups to present your findings to each other.

There are no designated facilitators within the groups for this activity.

**Part 1: Brief personal introductions and outbreak selection (~10 minutes)**

* Briefly introduce yourselves (e.g., name, country/jurisdiction, work affiliation, role at work).
* If more than one group member brought information about an outbreak, briefly discuss your outbreaks and select one to work on together for this activity.

**Part 2: Fill in timeliness data in the 7-1-7 Event Review Slide Template (~15 minutes)**

* Pull up the ‘7-1-7 Event Review Slide Template’ on one computer.
  + This may already have been provided to you. If not, you can find it at: <https://717alliance.org/resources/7-1-7-event-review-slide-template/>
* Discuss the outbreak narrative and timeliness metrics within your group. Come to an agreement on the metrics.
  + Review any available pre-workshop preparation for the outbreak, including Assessment Tool(s) or notes.
  + Remember to look at the ‘7-1-7 Milestone Reference Guide’ if you’re unsure of timeliness definitions (<https://717alliance.org/resources/7-1-7-milestone-dates-reference-guide/>).
  + Ask if you’re still feeling stuck! The workshop organizer or other designated individuals can help.
* Complete **Slides** **1, 6, and 7** in the 7-1-7 Event Review Slide Template. Aim to be clear and concise as you add the content, especially for the narratives.

**Part 3: Identify bottlenecks and enablers (~30 minutes)**

* Briefly review the definitions of 7-1-7 bottlenecks and enablers:
  + **7-1-7 bottlenecks** are barriers, challenges, or other obstacles that delay detection, notification or early response activities
  + **7-1-7 enablers** are processes, systems, relationships, or other factors that facilitate prompt detection, notification, or early response activities
* Identify bottlenecks and enablers for each 7-1-7 metric (detection, notification, and early response). Use the 5 why’s approach to get beyond the surface level and use the bottleneck criteria (specific, actionable, root cause, system-level) to come up with well-written bottlenecks.
  + Use the suggested questions in the box below to guide the discussion as needed. Skip discussion questions when there are sufficient bottlenecks and enablers recorded and/or time is running short.
* Complete **Slide 9** on the bottlenecks and enablers in the 7-1-7 Event Review Slide Template as the discussion takes place.
* Close this part of the discussion when sufficient enablers and bottlenecks have been identified, time is running short, and/or the conversation organically moves towards improvement actions.

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| **Questions to guide bottleneck/enabler discussion (repeat for each 7-1-7 metric)**  Enablers (focused on timeliness)   * What went well? Why? * Can you think of any other enablers?   Bottlenecks (focused on timeliness)   * What didn’t go well? Why? * Were there any *personnel issues*? * Were there any *resource issues?* * Were there any *coordination issues?* * Were there any *data issues*? * Were there any *laboratory issues?* * Were there any issues with the *plans or procedures*? * Can you think of any other bottlenecks? * Are the identified bottlenecks specific, actionable, root-cause, and system-level? |

**Part 4: Determine immediate and longer-term actions (~30 minutes)**

* Briefly review the definitions of 7-1-7 immediate and longer-term actions:
  + **7-1-7 immediate actions** can be taken immediately with existing funds, staff, and programs
  + **7-1-7 longer-term actions** require additional resources or staffing and may require involvement from different government level or external partners
* Develop a list of immediate and longer-term actions that address the identified bottlenecks. Write these as SMART actions (specific, measurable, achievable, relevant, and time-bound).
  + Use the suggested questions in the box below to guide the discussion as needed. Start with the primary questions and ask secondary questions to get more details about proposed actions as time allows. Repeat questions as necessary.
* Complete **Slides 11 and 12** on immediate and longer-term actions in the 7-1-7 Event Review Slide Template as the discussion takes place.
* Close discussion when there are enough actions recorded and/or time is running short.

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| **Questions to guide immediate and longer-term action discussion**  *Focus the questions on the identified bottlenecks*  Primary Questions   * What are the most important bottlenecks identified that we need to address? * What action(s) are needed to address each of these bottleneck(s)?   + Is this an immediate action or longer-term action?   + Is the proposed action written as a SMART action (specific, measurable, achievable, relevant, and time-bound)? * How could we address other bottlenecks we identified?   Secondary questions for immediate actions   * What is the first step? Who would be involved? * How long might this action take? * Who is best placed to advocate for this action?   Secondary questions for longer-term actions   * What needs to happen to make this action possible? Who would be involved? * Who is best placed to advocate for this action?   Secondary questions for further discussion   * How else could we improve the speed of our detection capabilities? * How could we streamline notification procedures? * How could we further enhance our response times? * How could we further strengthen our systems based on the identified enablers? * Does anyone have any other recommendations, observations, or comments? |